

# **BMIT AND NEFBLA LISTSERVE INSTRUCTIONS**

**Posted on BMIT Web Site at <http://www.education.ne.gov/BMIT/>**

## **TO SUBSCRIBE TO THE NEBRASKA BUSINESS, MARKETING AND INFORMATION TECHNOLOGY LISTSERVE (BMIT) OR NEBRASKA FBLA LISTSERVE**

- Open a web browser to <http://lists.k12.ne.us>.
- Click on the list to which you want to subscribe (BMIT or Nefbla).
- Under “Subscribing to” section, enter your email address, name, password and click “Subscribe.”
- Check your email. A confirmation email will be sent to the address you provided. Follow the instructions to confirm your membership to the list.

## **YOU’RE SUBSCRIBED TO A LIST, NOW WHAT?**

- Edit your subscription options by opening your web browser to <http://lists.k12.ne.us> AFTER you have set up a new password (see instructions below).
- Click on a list to which you are subscribed.
- Scroll to the bottom of the page, enter your email address next to the “Unsubscribe or Edit Options” button and click the button.
- Enter your password and click “Log in.”
- Make sure your name is set under the “Membership Information” section. In this section, you can also change your email address and password, unsubscribe from the list, view your other list subscriptions, get a password reminder sent to your email address and edit your other list options.



### **TO SEND A MESSAGE TO THE BMIT LISTSERVE**

- After you are subscribed to the list, send all messages to [bmit@lists.k12.ne.us](mailto:bmit@lists.k12.ne.us)



### **TO SEND A MESSAGE TO THE NEFBLA LISTSERVE**

- After you are subscribed to the list, send all messages to [nefbla@lists.k12.ne.us](mailto:nefbla@lists.k12.ne.us)

## **INSTRUCTIONS FOR UNSUBSCRIBING, CHANGING ADDRESSES AND PASSWORDS**

<http://lists.k12.ne.us> - See FAQs and Guides under Mailman Documentation

## **INSTRUCTIONS FOR CHANGING PASSWORDS**

- If you want to edit your options or see a list of all those who subscribe to the listserve, you will need to “Retrieve a Forgotten Password” by following these steps:
- Navigate a web browser to the list you forgot the password by going to <http://lists.k12.ne.us/> and select the specific listserve name.
- Scroll down to the “Unsubscribe or edit” option and enter the email address with which you subscribed to the list.
- Scroll down and click the “Remind” button, and the password will be sent to your email address. Use that password or change it to be more meaningful to you. (You must be registered on this list with the email address you entered.)